SIS 2000+ Training Manual

Introduction to SIS 2000+

An Overview

SIS 2000+ is designed for a Wide Area Network. Wide area networks connect local area networks within each school building and the district office to one another. In this environment, each school communicates specific data to the District database, and the District database communicates data to each member School.

The process for communicating data between the schools and the district database is called replication. This is an automatic process that is built into the database engine. Replication uses a model of data ownership.

When implementing SIS 2000+, each district makes decisions about who owns which parts of the data: schools or the district office. If the district office is the owner of health data, then Health will be "driven" by the district office. This may be the case if a school district has one nurse who travels from school to school. Other data, i.e. student schedules are almost always owned by the school.

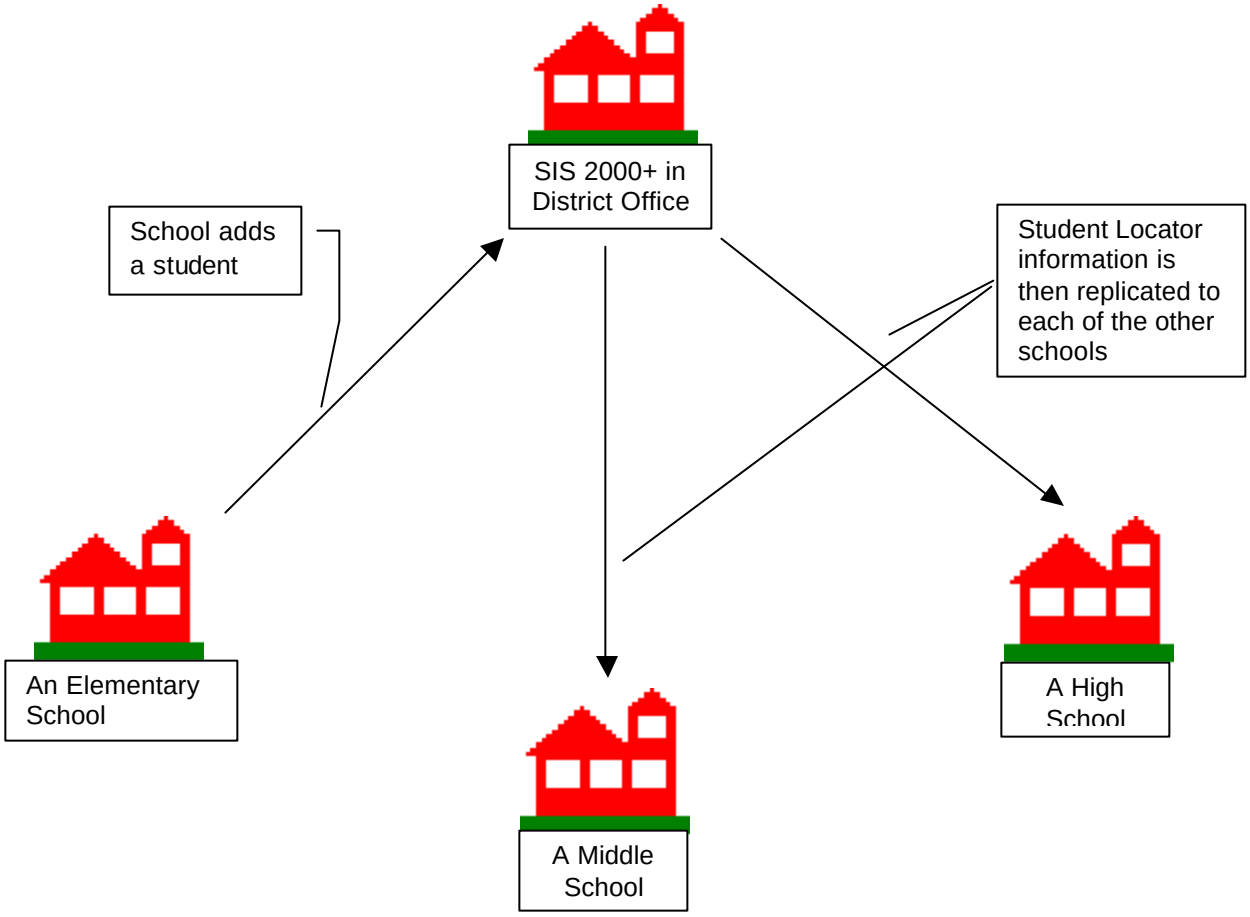
In a typical SIS 2000+ implementation, each school has their own database, and the district office has another database which is an aggregation of the data from all schools, though not all data from all schools, but a subset of the data from each school. For example, district offices usually will only want a summary of attendance data.

SIS 2000+ is a flexible product that enables district to configure their databases in whatever manner they desire. For example, each school may have their own database or all elementary schools may be housed in one database with middle schools and high schools each with their own database.

Replication may also be configured however the district determines best meets their needs. It It is recommended that specific data is replicated completely, in real time and other data is communicated during off-hours.

Replication of data always moves from school to district or district to school in SIS 2000+. No data moves directly from school to school.

Replication

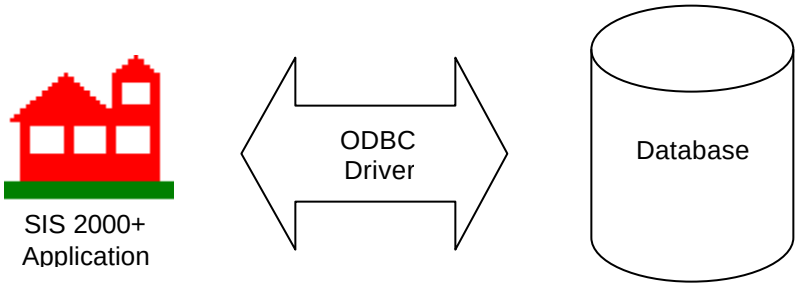


The Replication Diagram above shows one example of the flow of data when a student is added to one school database. The district will receive data from a set of tables including student demographic data, student status, contact information, and enrollment history. Once the district receives the data, it will publish updates to the student locator table. This will enable each school to be able to locate a student record when needed across the district.

SIS 2000+ Application

SIS 2000+ itself is created with Visual FoxPro and uses a third party ODBC compliant database. Each school district chooses a database to use. Examples of databases are SQL Server, Informix and Oracle. To connect to your own database you will have an ODBC driver configured on your workstation. If you need to connect to more than one database you may need to install and configure multiple ODBC drivers.

Using an ODBC compliant database means that districts may also use third party report writers like Crystal Reports to create many of their own reports to meet specific and unique district or school needs.



The diagram above shows the relationship between the application to the database through the ODBC Driver.

Logging into SIS 2000+

Using Login

Training Objectives

Successfully log in to SIS 2000+

- Access the SIS 2000+ Login Screen.
- Select a school.
- Enter a password to access the SIS 2000+ Main Menu.
- Locate the HTML documentation instead of online help.
- Set the system date.
- Run two sessions of the same module simultaneously.
- Manage the SIS 2000+ Time Out feature.
- Exit SIS 2000+.

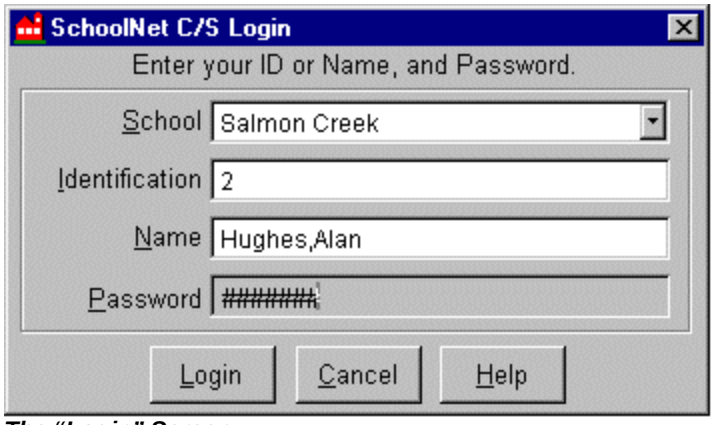
Tasks

Access

Find and click on the SIS 2000+ icon on the desktop

Login to SIS 2000+

When logging in to the SIS 2000+ application the school or district office must be selected in the school field. In the example below the school is Salmon Creek. Every user is given an account and password.



The "Login" Screen

When you enter your name you need only enter the first portion of the name and press enter. The system will find the closest match and display a selection of names to choose from if there was more than one.

Steps

?? Use the School drop box to choose your school

?? Enter ID number in the **Identification** field or last name in the **Name** field

?? Find your name from the list by entering the first few letters of your last name and pressing Enter. Selecting your name from the list. Enter your password

If your login was successful, you will see the SIS 2000+ main menu

The Menu Bar

Quitting the System

Select **File**, and then select **Quit**

About

Shows copyright information for the version of SIS 2000+ that you are using.

Changing the System Date

Select **Date**
Click on field button to activate calendar
Use **VCR** buttons to find date
Click on the desired date

Exit SIS 2000+

Double click left corner of the main menu or single click and select close.
Simultaneous Sessions of SIS 2000+
If you activate concurrent sessions of the SIS 2000+ application, the system will ask for confirmation. This is a warning, since the last entry made and saved in either session will be the recorded entry.

SIS 2000+ Time Out

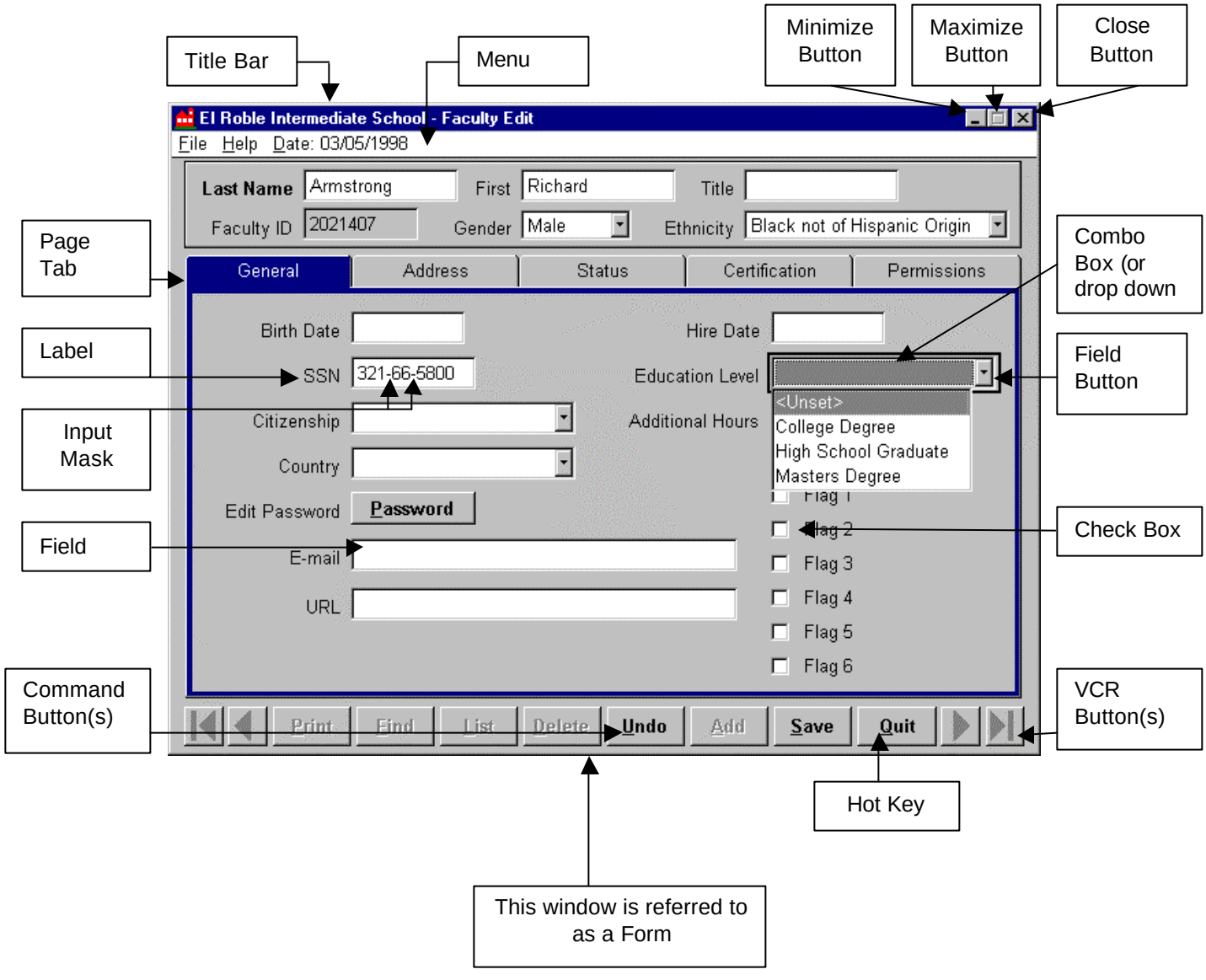
User definable timeouts may be set as a security function.

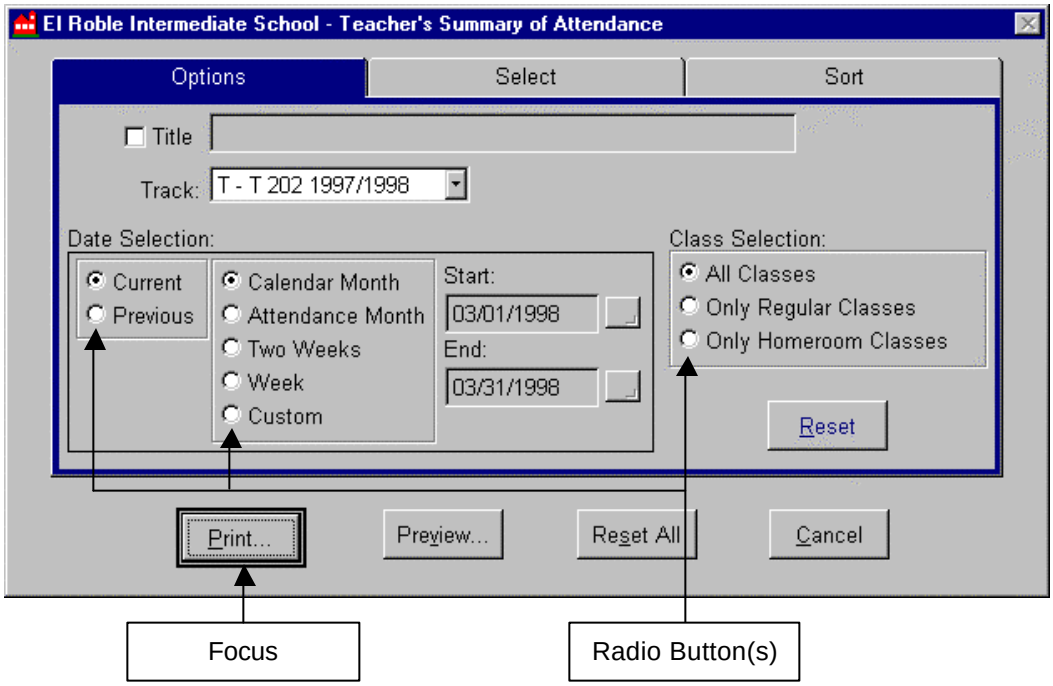
Switch Schools

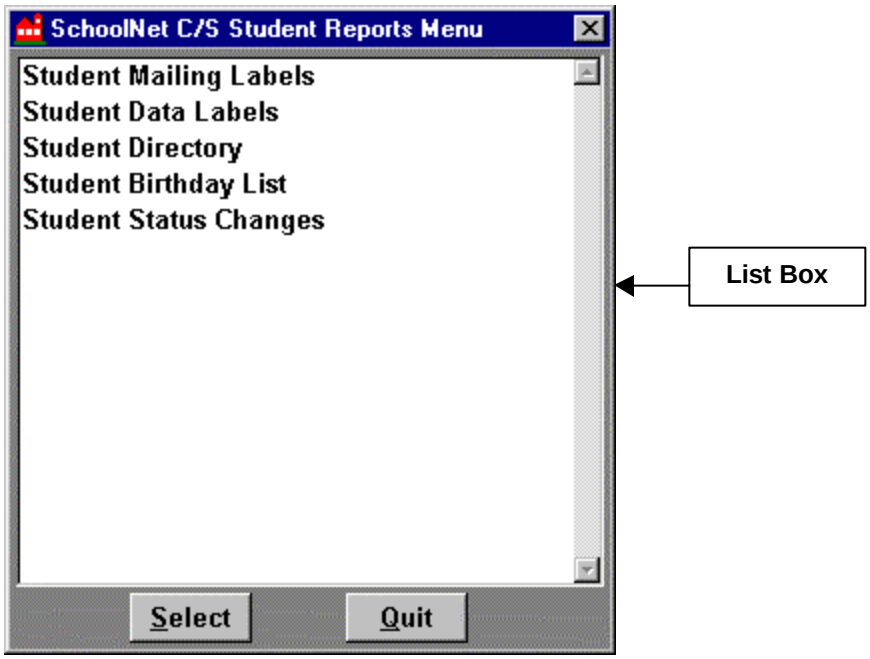
A user may switch schools when logged in, without quitting and logging into a different school, if a user has an active status record for the District Office. To switch schools, login initially to the District Office by selecting it from the School drop box. Once logged in, to switch to a specific school, select the **File** menu and click **Switch Schools**. The switch school option displays a list of schools and their tracks for which the user has an active status record. Select whichever school track is desired, and continue. To change schools again, simply repeat these steps and select **File** menu and click **Switch Schools**

SIS 2000+ Interface

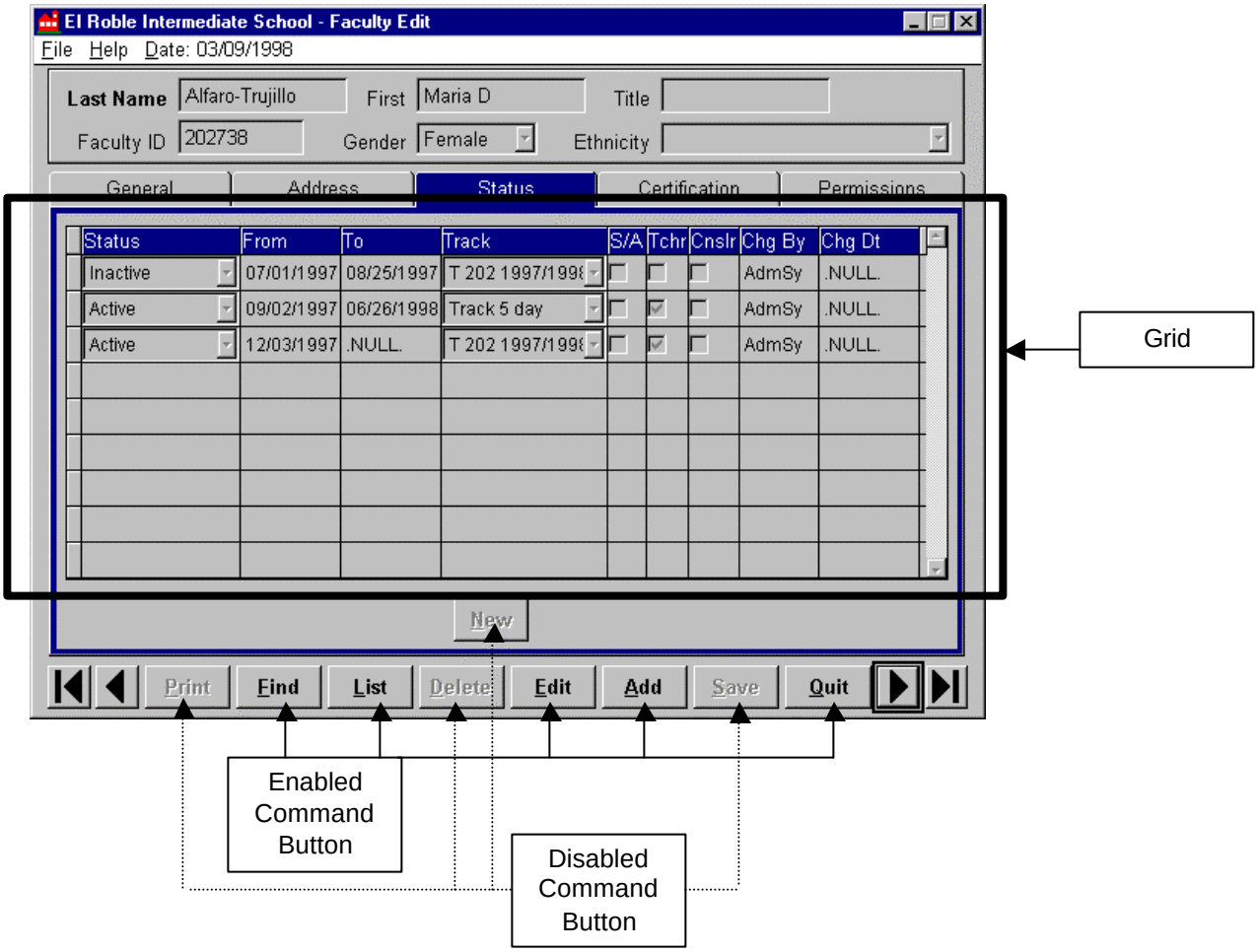
There are common features users encounter from one part of the SIS 2000+ application to another. It is important to know Windows terminology, as this is the common language between SIS 2000+ users.




El Roble Intermediate School - Teacher's Summary of Attendance
Options
Select
Sort
Title
Track:
T - T 202 1997/1998
Date Selection:
Current
Previous
Calendar Month
Attendance Month
Two Weeks
Week
Custom
Start:
03/01/1998
End:
03/31/1998
Class Selection:
All Classes
Only Regular Classes
Only Homeroom Classes
Reset
Print...
Preview...
Reset All
Cancel
Focus
Radio Button(s)


SchoolNet C/S Student Reports Menu
Student Mailing Labels
Student Data Labels
Student Directory
Student Birthday List
Student Status Changes
Select
Quit
List Box

El Roble Intermediate School - Student Profile
File Help Date: 03/09/1998
Student Name
Cendejas, Salvador E [0017359]
M/F
M
Birthdate
10/18/83
Age
15
Grade
8
Group
Currently active students
Track/School/Year
T 202 1997/98
Advisor
Herrman, Nancy H
Entry
09/03/97
Exit
Address: 150 W Drake #1C
Pomona, CA 91767
Phone: (909) 555-1212
Unlisted
Message
Registration Date: 09/03/1997
Graduation Year: 1998
Nickname:
Ethnicity:
Resident District: Claremont Unified School Dist.
Home Language: English
Primary Language: English
Resident School:
Choice School:
Citizenship: <Unset>
Bus Pickup:
Country: <Unset>
Bus Dropoff:
Activities
Attendance
Behavior
General
Health
Schedule
Test Scores
Transcript
Print
Find
List
Delete
Edit
Add
Save
Quit
Banner


El Roble Intermediate School - Faculty Edit
File Help Date: 03/09/1998
Last Name
Alfaro-Trujillo
First
Maria D
Title
Faculty ID
202738
Gender
Female
Ethnicity
General
Address
Status
Certification
Permissions
Status
From
To
Track
S/A
Tchr
Cnslr
Chg By
Chg Dt
Inactive
07/01/1997
08/25/1997
T 202 1997/199
AdmSy
.NULL.
Active
09/02/1997
06/26/1998
Track 5 day
AdmSy
.NULL.
Active
12/03/1997
.NULL.
T 202 1997/199
AdmSy
.NULL.
New
Print
Find
List
Delete
Edit
Add
Save
Quit
Grid
Enabled Command Button
Disabled Command Button

Buttons

Hotkeys: A "hotkey" is the underlined letter that is found on most buttons in SIS 2000+. A hotkey is engaged by simultaneously pressing the "Alt" button and the underlined letter. Engaging an application using a hotkey will have the same effect as if one simply clicked on a button using a mouse.

Quit: The Quit button is used to exit an application. It is set at the far right side of the screen. The hot key for Quit is "Q". (Alt+Q)

Save: The Save button will save newly added or edited information in an application. The hot key for Save is 'S'. (Alt+S)

Add: The Add button is used to create a new record. After clicking Add, information can be edited. The hot key for Add is 'A'. (Alt+A)

Edit: The Edit button enables you to make changes in the database. Once selected, the button label changes to "Done." After changes have been made the label will read "Undo." The hot key for Edit is 'E'. (Alt+E)

> Done: The Done button is used to exit the edit mode when information has not been edited. If a change has been made the button label will read "Undo." The hot key for Done is 'N'. (Alt+N)
>
> Undo: The Undo button will undo any information that has not been saved. After clicking the Undo button the label will read "Edit." The hot key for Undo is 'U'. (Alt+U)

Delete: The Delete button is used to delete a record from existing information. The hot key for Delete is 'D'. (Alt+D)

List: The List button will engage a List Box. The information in this box will depend on the application. The hot key for List is 'L'. (Alt+L)

Find: The Find button engages a screen to search for information. The hot key for Find is 'F'. (Alt+F)

Print: The Print button is used to print application specific information. The hot key for Print is 'P'. (Alt+P)